

**A RESOLUTION BY  
COMMUNITY DEVELOPMENT AND HUMAN RESOURCES**

**07- *P* -0448**

**A RESOLUTION AUTHORIZING THE MAYOR TO ISSUE A NOTICE-TO-PROCEED WITH CH2M HILL, INC./WILLIAMS-RUSSELL AND JOHNSON, A JOINT VENTURE, FOR FC-7619-03C, ARCHITECTURAL AND ENGINEERING SERVICES FOR PROFESSIONAL SERVICES TO REVIEW BUILDING PERMIT APPLICATIONS AND COMMENTING ON COMPLIANCE WITH THE APPLICABLE CITY OF ATLANTA CODES, ON BEHALF OF THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT IN AN AMOUNT NOT TO EXCEED FOUR HUNDRED THOUSAND DOLLARS (\$400,000) ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND ACCOUNT AND CENTER NUMBER: 1A01 (GENERAL FUND) 524001 (CONSULTANT/PROF. SERVICES) Y22001 (ASSIST. DIRECTOR).**

**WHEREAS**, the City of Atlanta ("City") did enter into Agreement FC-7619-03C, Annual Contract for Architectural and Engineering Services; and

**WHEREAS**, the Commissioner of the Department of Planning and Community Development requires Architectural and Engineering Services for Professional Services to Review Building Permit Applications and Commenting on Compliance with the Applicable City of Atlanta Codes in an amount not to exceed One Hundred Thousand Dollars (\$400,000.00); and

**WHEREAS**, the Commissioner of the Department of Planning and Community Development and the Chief Procurement Officer for the Department of Procurement have recommended CH2M Hill, Inc./Williams-Russell and Johnson, a Joint Venture, for Professional Services to Review Building Permit Applications and Commenting on Compliance with the Applicable City of Atlanta Codes.

**THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVE** that the Mayor is authorized to issue a Notice-To-Proceed with CH2M Hill, Inc./Williams-Russell and Johnson, a Joint Venture, for FC-7619-03C, Annual Contract for Architectural and Engineering Services; in an amount not to exceed One Hundred Thousand Dollars (\$400,000.00).

**BE IT FURTHER RESOLVED**, that the Chief Procurement Officer is directed to prepare an appropriate agreement to be executed by the Mayor.

**BE IT FURTHER RESOLVED**, that this Notice-To-Proceed should not become binding on the City, and the City shall incur no liability under it until it has been executed by the Mayor, attested by the Municipal Clerk, approved as to form by the City Attorney and delivered to CH2M Hill.

**BE IT FINALLY RESOLVED**, that all services for said Notice-To-Proceed shall be charged to and paid from fund account and center number: 1A01 (GENERAL FUND) 524001(CONSULTANT/PROF. SERVICES) Y22001 (ASSIST. DIRECTOR).



**CH2MHILL**



williams-russell and johnson, inc.  
engineers • architects • planners

**CH2M HILL**

115 Perimeter Center Place NE

Suite 700

Atlanta, GA

30346-1278

Tel 770.604.9095

Fax 770.604.9183

February 23, 2007

Ibrahim Maslamani, Director  
Bureau of Building  
City of Atlanta, Department of Planning and Community Development  
55 Trinity Avenue, SW, Suite 1450  
Atlanta, Georgia 30303

**Subject: CH2M HILL and Williams Russell & Johnson Joint Venture Proposal to Provide Professional Staff Augmentation Services : Review and Approve Code Compliant Building Permit Applications and Building Permit Inspection Services**

Dear: Mr. Maslamani,

The CH2M HILL and Williams Russell Johnson (WRJ) Joint Venture (JV) is pleased to submit this proposal to provide professional staff personnel and to review construction documents for compliance with the current applicable International Residential Code 2000, International Building Code 2000, Life Safety Code 2002, and related Georgia State Amendments. These services will assist in meeting the goals and objectives established by the City of Atlanta Department of Planning and Community Development, Bureau of Buildings (COA).

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## Introduction

The City of Atlanta's Bureau of Building (BOB) Permit Intake and Processing Division work program requirements have continued to increase as the City experience unparallel growth in Residential and Commercial market places throughout the City. The level of service to Clients provided by BOB, utilizing existing staff resources only, has not reached the level of expectation established by the City. In March of this year, the COA engaged the JV with the task of assisting BOB with reducing the backlog of building permit applications. This proposal describes the JV's approach with continuing the assistance to BOB during the upcoming period: January thru June 30, 2007. The support assistance will evolve staff augmentation service to review building permit applications and commenting on compliance with the applicable COA codes, and inspect construction activities for conformance with the permitted plans and applicable codes.

## Project Understanding

Currently, the COA has a backlog of building permit applications. The COA intends to engage the JV's Architectural & Engineering Services to provide the following:

- B. Building permit applications type, as identified below, will be assigned by BOB to the JV for review and approval on this project:

Type A Building      One and Two Single-Family Home

1. New
2. Additions
3. Alterations and Repair

Type B Building      Commercial Development

1. New
2. Additions
3. Alterations and Repair

Type C Building      New Multi-Family Development

1. New
2. Additions
3. Alterations and Repair

## Scope of Services

### Task 1 – Staffing Model

The JV will provide staff support to the project utilizing the following model:

Number	Classification	Billing Rate	Full/Part Time
1	Architect 7 (Reviewer/Coordinator - 847 hours or 82%)	\$143.61/hr	Part Time
2	Architect 6 (Reviewer - 110 hours each)	\$111.51/hr	Part Time
1	Engineer 6 (Structural - 90 hours)	\$123.11/hr	Part Time
1	Office Assistant	\$ 55.96/hr	Part Time

(59.5 hours or 6% each)

3                      Field Engineer                      \$ 76.70/hr                      Full Time  
(Inspector - 1040 hours or 100% each)

## Task 2 – Project Management

Project management activities include the preparation of internal project set up; staff assignments; and the preparation of monthly invoices with an abbreviated status report of the project.

## Task 3 – Document Development

The JV team will meet with COA stakeholders (i.e. Bureau of Buildings Director and or Building Permit Chief) to discuss project objectives, and to ensure that the goals and expectations for the project are understood and achieved.

## Task 4 – Supplemental Professional Review and Approval Services

Provide personnel to conduct plan review and approval services for the BOB in the following manner:

- The JV will provide one (1) on-site Plan Reviewer/Coordinator. The Reviewer/Coordinator will be located and work in an appropriate area identified by BOB at City Hall.
- The JV will provide an Administrative Assistant to work the required time assisting the Reviewer/Coordinator in processing and loading building permit information into the permit application tracking system at City Hall.
- The Reviewer/Coordinator will work 3 to 4 days per week at City Hall.
- The JV Reviewer/Coordinator shall possess the necessary skills, education and knowledge to perform the following duties:
  - Permit Application Review: This shall include the review and accuracy of the required information such as owner information, address, project square footage, and any other required documentation.
  - Plan Review: Includes the review of plans for building/life safety code compliance.
- Any building permit construction document application requiring architectural and structural code compliance reviews, will be reviewed by the JV Reviewer/Coordinator. In cases of a backlog of permit applications, complex structural review requirement, the JV Reviewer/Coordinator may forward the application and plans to reviewers located in the JV office at 771 Spring Street, Atlanta, Ga., for building/life safety code compliance reviews.
- The JV Reviewer/Coordinator will route the appropriate applications to and from the JV office utilizing courier service.

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<#>Any building permit construction document applications requiring structural, electrical, plumbing, and HVAC code compliance reviews, will be assigned by the Reviewer/Coordinator to specialized reviewers located in the JV office at 771 Spring Street, Atlanta, Ga.¶

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- All review comments on the application will be consolidated by the JV Reviewer/Coordinator; approval or disapproval of the application will be determined by the Reviewer/Coordinator.
- The JV Reviewer/Coordinator will contact by phone, or meet directly with the permit applicants, to discuss corrections required until plan(s) are approved per the applicable code.

### Task 5 – Supplemental Building Inspector Services

The JV will provide four (4) full time Building Inspectors to assist the COA with reviewing construction conformity in the field with the permitted plans, specifications, and applicable code.

## Assumptions

The major assumptions for Tasks 1 are summarized below:

1. BOB will be responsible for the administrative task of logging in the applicant plans, tracking the plans while under review, and the final issuance of the Building Permit.
2. BOB will deliver the plans to the JV on-site Reviewer/Coordinator for compliance review. Deleted:
3. Plans are reviewed and, if in compliance with applicable Code, return to COA for issuance of the building permit. Deleted: ed
4. Plans that are not in compliance with applicable Code will be "Red-Lined" for corrections. If requested, an appointment with the plan applicant and the JV Reviewer/Coordinator will be scheduled at the COA. Deleted: the
5. Applicant will be directed to make all required correction(s) to the plans and resubmit. If required, additional compliance review meetings will be scheduled by the JV Reviewer/Coordinator and the plan applicant.
6. When the plans represent Code compliance, JV personnel will recommend approval and the permit issued by COA.
7. JV Reviewer/Coordinator will provide a weekly status report to COA of plans reviewed/approved and backlog on hand. Deleted:
8. JV Reviewer/Coordinator will deliver and pick-up from JV office all applications that have been referred for code compliance on a regularly scheduled basis. Deleted:
9. Staff persons will be budgeted assuming no overtime will be worked on the project.
10. JV will provide an acceptable turnaround time for the review of the building permit applications.
11. JV Inspectors will notify the COA on the status of the assigned permitted building activity on a regular schedule basic. Permitted construction activity determined not

in conformance with the building permit, the permit holder/contractor/owner will be notified of same in accordance with COA procedures.

## Compensation

The COA will compensate the JV for the scope of services presented herein on a per diem basis, with a not to exceed cost of \$400,000.00. The total labor charges for the proposed services are \$399,882.72 pursuant to the labor rates provided in Attachment A. This proposal includes other direct charges in the amount of \$117.28.

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## Joint Venture Project Team

This work will be performed in accordance with the terms and conditions of the agreement between the City of Atlanta and CH2M HILL/Williams-Russell & Johnson (WRJ) - a JV, FC7619-04C, Annual Contract for Architectural Engineering Services, executed May 17, 2004, and Renewal Agreement No. 1. The JV team, carefully selected by the JV Program Manager is comprised of mid-level, senior engineering and M/FBE consultant professionals highly qualified in this subject matter to deliver a quality product within the budgetary and schedule constraints.

Thank you for the opportunity to submit this proposal for emergency response services. Please feel free to contact us with any questions or to request additional information.

Sincerely,

CH2M HILL/WRJ



Gerri Dickerson, P.E.  
Program Manager



Frederick Artis  
Deputy Program Manager

**LEGISLATIVE COUNSEL  
REQUEST FOR LEGISLATION**

For Legislative Counsel Use Only

\_\_\_\_\_ Date Received \_\_\_\_\_ Complete \_\_\_\_\_ Incomplete (Date returned: \_\_\_\_\_)

\_\_\_\_\_ Date of Department Consultation \_\_\_\_\_ Date of Finance Department Consultation

Commissioner Notified: \_\_\_\_\_ Yes \_\_\_\_\_ No If No, Why? \_\_\_\_\_

Legislation Required

\_\_\_\_\_ Yes \_\_\_\_\_ No

Legislation Type

\_\_\_\_\_ Resolution \_\_\_\_\_ Ordinance

Amends the Code

\_\_\_\_\_ Yes \_\_\_\_\_ No

Blueback Prepared

\_\_\_\_\_ Yes \_\_\_\_\_ No

Commissioner Signature \_\_\_\_\_



Council Members Only:

Authority to speak to Subject Matter Attorney \_\_\_\_\_ Yes \_\_\_\_\_ No

Authority to speak to Department \_\_\_\_\_ Yes \_\_\_\_\_ No

Date Submitted: February 26, 2007

Department Submitting Request: Planning and Community Development

Person Submitting Request: Steven R. Cover Extension: 6070

Bureau/Division Manager: Ibrahim Maslamani Extension: 6152

Requesting preliminary meeting with Legislative Counsel attorney? ☐ Yes ☒ No

Subject Matter of the Meeting \_\_\_\_\_

Cycle Number/Requested Full Council Date (not earlier than 4 weeks from date of submission):

If this must be submitted to Council in fewer than 4 weeks explain why. Please identify consequences if legislation is not submitted for requested cycle. Also, if applicable, please state why the Legislative Request Form was submitted after the Cycle deadline. All non-conforming requests must have Commissioner approval.

**LEGISLATIVE COUNSEL  
REQUEST FOR LEGISLATION**

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**Part I: Legislative Request Form:**

**Instructions:** Please answer all questions fully before submitting. Attach additional pages if necessary. All requests for legislation must have approval of a manager prior to submission. All incomplete requests will be returned. Send request via electronic mail to Legislative Counsel. No hard copies will be accepted. Please refer to attached deadlines for the relevant Chief of Staff submission guidelines.

**1. Legislation Name/Project Name:**

**2. What is the purpose of this legislation? (check one)**

- ☐ Accept a grant or donation [If so, is a matching grant required?] ☐ Yes ☐ No
- ☐ Amend budget
- ☐ Amend Code of Ordinances
- ☐ Amend Contract
- ☐ Anticipate funds
- ☐ Appropriate funds
- ☐ Apply for a grant or donation
- ☒ Authorize/renew Contract
- ☐ Fines/penalties
- ☐ Human Resources related
- ☐ Make a purchase
- ☐ New project
- ☐ Procuring goods
- ☐ Procuring services
- ☐ Other, please explain

☐ If this legislation is to award/amend/renew a contract, please provide the following:

Expiration date of contract: July 1, 2007 or until funds are expended.

Contract Term (months/yr):

**3. Can the purpose of this legislative request be accomplished administratively?**

☐ Yes ☒ No ☐ I Don't Know

**4. Please explain and estimate any financial impact on the City or your Department.**

☐ Will there be a fee or charge assessed by the City?

- ☐ If so, how much?
- ☐ How was the fee or charge determined?
- ☐ Will revenue be generated for the City? Yes

***Please remember to contact Human Resources if this request involves personnel changes (ex. Reclassification, New Hires, Termination, etc.***



**LEGISLATIVE COUNSEL  
REQUEST FOR LEGISLATION**

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5. If there has been previous or similar legislation, please describe and cite the relevant legislation (e.g., 04-R-0001).

6. Is this a computer/technology purchase? ☐ Yes ☒ No

If so, please forward ISR (Information System Hardware/Software Request) along with a copy of this Legislative Request Form via inter-office mail to: Legislative Counsel, Suite 4100, Law Department.

Please forward any additional pertinent or supporting documents (e.g. contracts, exhibits, requisitions, copies of any old ordinances/resolutions pertaining to this issue, etc.) along with a copy of this Legislative Request Form and legislative white paper via email to legislative\_counsel or via inter-office mail to: Legislative Counsel, Suite 4100, Law Department.

**Part II: Legislative White Paper:** (This portion of the Legislative Request Form will be shared with City Council members and staff)

**A. To be completed by Legislative Counsel:**

**Committee of Purview:**

**Caption:**

**Council Meeting Date:**

**Requesting Dept.:**

**FAC Confirmed by:**

**B. To be completed by the department:**

**1. Please provide a summary of the purpose of this legislation (Justification Statement).**

***Example: The purpose of this legislation is to anticipate funds from a local assistance grant to purchase child safety seats.***

Issue a notice to proceed with CH2M Hill, Inc./Williams-Russell and Johnson for Architectural & Engineering Professional Services to review building permit applications and commenting on compliance with the applicable City of Atlanta codes.

**2. Please provide background information regarding this legislation.**

***Example: The task force of homelessness conducted a study regarding homelessness, its impact and consequences on the City. This resolution reflects the Mayor's desire to open a twenty-four hour center that will respond to the needs of the homelessness in Atlanta.***

To be in compliance with the settlement of the lawsuit by the Homebuilders Association to issue building permits for new residential in 60 days and for additions in 30 days. Also, for compliance with House Bill 1385 to issue permits in 30 days.

**3. If Applicable/Known:**

**(a) Contract Type (e.g. Professional Services, Construction Agreement, etc):** Professional Services

(b) Source Selection: CH2M Hill, Inc./Williams-Russel and Johnson

(c) Bids/Proposals Due: N/A

(d) Invitations Issued: N/A

(e) Number of Bids: N/A

(f) Proposals Received: N/A

(g) Bidders/Proponents: N/A

(h) Term of Contract:

4. Fund Account Center (Ex. Name and number): 1A01-524001-Y22001

Fund: \_\_\_\_\_ Account: \_\_\_\_\_ Center: \_\_\_\_\_

5. Source of Funds: *Example: Local Assistance Grant* General Fund

6. Fiscal Impact: Increase in the number of permits issued and revenue generated.

*Example: This legislation will result in a reduction in the amount of \_\_\_\_\_ to Fund Account Center Number \_\_\_\_\_.*

7. Method of Cost Recovery:

*Examples:*

- a. *Revenues generated from the permits required under this legislation will be used to fund the personnel needed to carry out the permitting process.*
- b. *Money obtained from a local assistance grant will be used to cover the costs of this Summer Food Program.*

This Legislative Request Form Was Prepared By: Mary Ross-Vaughn